

## **AVCC Code of Conduct: Meeting attendance and conduct**

**Version 2.7 2/3/2014**

### **PART 1: Presence at AVCC Committee meetings**

1. Committee meetings are attended by AVCC officers and committee members (including the Aro Valley Pre-School and Te Aro School representatives) and those invited to attend.
2. Members of the AVCC who wish to contribute to, or are interested in a particular topic can contact the Co-Chairs and request an invitation to a Committee meeting.
3. Standing invitations exist for the AVCC coordinator, the Valley Voice editors and the Lambton Ward Councilors.
4. The AVCC:
  - supports inclusiveness and transparency, and will endeavor to grant all reasonable requests by members for attendance on specific topics other than in such circumstances as discussed in PART 3 below;
  - reserves the right to decline requests if, in the opinion of the Co-Chairs. They interfere with the ability of the democratically elected Committee to undertake its functions.
5. Guests attending meetings can be required to leave if strictly committee-only topics need to be discussed (e.g. those of legal or employment issues) or if in the opinion of the Committee this is otherwise appropriate.

### **PART 2: Tabling issues for committee agenda**

AVCC members and those members of the general public eligible to be AVCC members can table items for discussion by the AVCC committee by writing a clear and concise request to one of the Co-Chairs. The Co-Chairs will then decide whether the issue is appropriate for discussion and if so, table it on the agenda of a subsequent committee meeting (this need not be the next meeting). The Co-Chairs will advise the person tabling the item of their decision.

### **PART 3: Code of Conduct at meetings organized by the AVCC**

#### **Convening**

- Meetings are convened using standard meeting protocol and best practice.

### **Consensus**

• In accord with our constitution, the meeting will seek to make decisions by full consensus. This means seeking full acceptance, then seeking to make decisions by “consensus minus 1” and failing this, meetings will seek 75% agreement. The constitutional provision for 50% majority voting will be used as a last resort.

### **Opportunity for guests to speak**

• Guests who have an item tabled for discussion will, at the scheduled time, be invited to address the Chair of the meeting. The Chair will then further lead the discussion of the topic. Further participation by guests in the discussion is at the sole discretion of the Chair.

### **Expectations of Behaviour**

• Attendees of AVCC meetings are expected to take responsibility for their own behavior, and agree to:

- behave courteously and respectfully towards each other
- discuss ideas and viewpoints in a constructive way
- manage any disagreement without conflict
- recognise the diversity of people in the Valley, their right to hold diverse views, and their right to voice those views
- own their perspectives and avoid generalisations or speaking for other people
- do their best to present their points concisely and respect the timeframe and agenda of the meeting

• Individuals (including AVCC officers, Committee members and members) who do not respect this code of conduct, or otherwise behave in a way that is inconsistent with this code towards members of the Committee or Community may be excluded from or asked to leave a meeting and/or be excluded from subsequent meetings. This refusal will stand until such time as consensus has been reached by the AVCC that it is appropriate for them to return.

### **Application of PART 3**

• This part of the code of conduct applies to any and all meetings or events organized by the AVCC (including General Meetings and Committee Meetings).

***NB** For the avoidance of doubt, and in accord with the AVCC Constitution, any reference to the AVCC above, includes the AVCC Committee.*